

TOWN OF MILLIS

Peter C. Jurmain, *Chair*
Erin T. Underhill, *Vice Chair*
Craig W. Schultze, *Clerk*

OFFICE OF THE SELECT BOARD

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, JANUARY 24, 2022; 7:00 PM

ZOOM LINK [HTTPS://US02WEB.ZOOM.US/J/8526387223](https://us02web.zoom.us/j/8526387223)

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair
II.	Announcements A Novel Occasion – Virtual Event May Town Election – Open Positions		
III.	Open Session Scheduled Appointments & Hearings		
22-017	Recognition of Brenda Hamelin's Retirement as Regional Animal Control Officer	7:05 PM	Chair Jurmain
22-018	Recognition of Merit Scholars and National Honor Society Inductees	7:10 PM	Chair Jurmain
22-019	DPW Building Project Update – Recognition of Dave Rachmaciej	7:15 PM	W. Klocko J. McKay D. Rachmaciej
22-020	Appointment of Council on Aging Dispatcher	7:20 PM	M. Guzinski
22-021	Appointment of Building Department Assistant	7:25 PM	M. Guzinski
22-022	Appointment of Capital Planning Committee Member	7:30 PM	Chair Jurmain
22-023	Appointment of Cultural Council Member	7:35 PM	Chair Jurmain
22-024	Review/Referral of Proposed Zoning Bylaw Amendments: Associate Member to Planning Board Tables 2&3/Add I-P-2 District	7:40 PM	R. Nichols
22-025	Review/Approval of Letter of Intent for Hazard Mitigation Plan Grant	7:50 PM	R. Weiss
IV.	Open Session Agenda Items		
22-026	Approval of Contract for New Filing System at Building Department		M. Guzinski
22-013	Establish Meeting Date to Discuss Proposed Sewer Bylaw & Proposed Moratorium		Chair Jurmain
22-014	Approval of Millis Beautification Day Event		M. Guzinski

V. Executive Session

To conduct strategy sessions in preparation for negotiations with union personnel.
(Massachusetts Coalition of Police Local 171 and Millis Police Association Dispatcher)

To discuss strategy with respect to litigation.
(Site Investigation)

VI. Adjournment

Proposed Upcoming Meeting Schedule

[REDACTED]		
Thursday, February 3, 2022	9:00 AM	TBD (All Day Budget Meeting)
Monday, February 7, 2022	07:00 PM	TBD
Monday, February 14, 2022	07:00 PM	TBD
Monday, February 28, 2022	07:00 PM	TBD

The Friends of Millis Library

Presents

A Novel Occasion

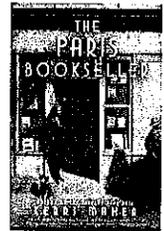
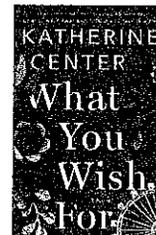
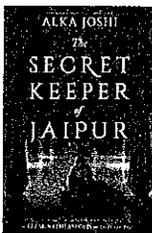
January 29, 2022

12:00 ~ 2:30PM (EST)

Have you ever wanted to ask an author a question?

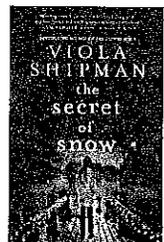
Want to discuss the ending of a book?

Here's your chance at this Virtual "LIVE" Experience



Bestselling Authors

*Alka Joshi, Gregg Hurwitz,
Jamie Brenner, Katherine Center,
Kerri Maher, Linda Castillo,
Steven Rowley, Vanessa Riley
Viola Shipman (Wade Rouse)*



Tickets on Sale

<https://www.anoveloccasion.com/>

Available Positions for May 9, 2022 Local Election

Moderator	1 Year Term	1 Position Available
Select Board	3 Year Term	1 Position Available
School Committee	3 Year Term	1 Position Available
Board of Health	3 Year Term	1 Position Available
Library Trustee	3 Year Term	1 Position Available
Planning Board	5 Year Term	1 Position Available
Housing Authority	5 Year Term	1 Position Available

⊗ nomination papers can
be obtained at the Clerk's
office

Papers are due back to
the Clerk's office by
5pm on 3/21

22-017

Recognition of Brenda Hamelin's Retirement as
Regional Animal Control Officer

Brenda Hamelin

The Millis Select Board deems it a great privilege and honor to recognize and thank Brenda Hamelin for outstanding service in the role of Regional Animal Control Officer for the Towns of Millis and Medway.

During her 25 years of faithful service, from January of 1997 to January of 2022, Brenda distinguished herself as a dedicated public servant in the role of Regional Animal Control Officer.

In recognition thereof, We, the members of the Select Board, do hereby join all the citizens of the Town of Millis to extend our sincere appreciation for Brenda's significant contributions to the welfare and safety of the citizens and animals of the Towns of Millis and Medway, and do hereby proudly declare Tuesday, February 1, 2022, as

Brenda Hamelin Day

in the Town of Millis. Given this 24th day of January, 2022:

MILLIS SELECT BOARD

Peter Jurmain, Chair

Erin Underhill, Vice Chair

Craig Schultze, Clerk

22-018

Recognition of Merit Scholars and
National Honor Society Inductees

22-019

DPW Building Project Update

Recognition of Dave Rachmaciej



TOWN OF MILLIS

Permanent Building Committee 900 Main Street • Millis, MA 02054

*Diane Jurmain
Wayne Klocko, Chair
John Larkin
James McCaffrey
Richard Nichols
Kimberly Borst, Department Assistant*

December 22, 2021

James McKay, Director
Department of Public Works
Millis, MA

Re: Letter of Commendation - Dave Rachmaciej

Jim,

With the DPW project nearing completion, the Permanent Building Committee decided at its meeting last night to recognize Dave Rachmaciej's contribution to the success of the project. In addition to his regular duties, he served as the owner's project manager, a requirement for state construction contracts over \$1,000,000. Millis has never performed this function in-house, instead relying on professional project management firms to oversee the construction of our public projects over the past 20 years: the library, police and fire stations and the Clyde Brown school. With some reservation we agreed to take on this function internally for this \$4.6 million project, based on Dave's qualifications and expertise. In hindsight, we could not be happier with our decision.

Dave has been a daily presence on site working with the contractor, J.J. Cardosi, its subcontractors and the design team to solve problems and deal with unforeseen conditions. He kept the project moving and whenever the possibility arose, he looked for ways to avoid needlessly spending money. In fact, quite a few change orders were avoided entirely or substantially reduced by working with the contractor to find the best solution for all parties. Also, a substantial portion of the site and demolition work is being self-performed by the DPW, saving substantial cost to taxpayers because of his capabilities and that of the DPW staff.

This project will be completed on time and under budget due to the combined efforts of our team. J.J. Cardosi has been an excellent contractor with which to work as has Robert Taylor of Taylor & Burns Architects. The daily presence of Dave Rachmaciej, however, cannot be overstated. He's been an integral part of the success of the project and his efforts should not be taken for granted. Dave is an asset to the town and the Permanent Building Committee is taking this opportunity to recognize his contribution.

Sincerely,


Wayne Klocko, Chairman
Millis Permanent Building Committee

Cc: Millis Permanent Building Committee
Mike Guzinski, Town Administrator

22-020

Appointment of Council on Aging Dispatcher

Memo

To: Select Board
From: Patty Kayo
Date: January 18, 2022
Re: Dispatch/ Receptionist Position

The Council on Aging would like recommend Rochelle Bunt for our Dispatch/Receptionist position. We believe that Rochelle will be great asset to the COA. Rochelle has a very welcoming personality and a background working in a very busy office setting. Her eagerness and enthusiasm would be greatly welcomed by our staff and seniors alike.

Please consider her favorably.

Thank you,

Patty

Patty Kayo, Director
Millis Council on Aging



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR AND SELECT BOARD

Veterans Memorial Building Room 220
900 Main Street • Millis, MA 02054
Phone: 508-376-7040 Fax: 508-376-7053

APPLICATION FOR EMPLOYMENT

The Town of Millis is an equal opportunity/affirmative action employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, genetics, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Millis Town Administrator.

I. Contact Information

Name Rochelle Bunt Date 1/18/22
 Address # and Street 83 Blackstone St. City and State Bellingham MA Zip Code 02019
 Home Phone 413-346-7114 → Cell Phone _____ Email Address rochellebunt@yahoo.com

II. Position Applying For (Please specify position title or job category)

How did you hear about the position?

Indeed

Have you ever been employed by the Town of Millis? When? What department?

NO

III. Education

School	Name, Address, City, State	Years Attended	Degree
High School	<u>Sachem H.S. Ronkonkoma NY</u>	<u>1970-73</u>	<u>Regents</u>
College	<u>MCLA Church St. N. Adams MA</u>	<u>92-94</u>	<u>BS</u>
Graduate School	<u>Cambridge College Cambridge MA</u>	<u>98-99</u>	<u>Master's</u>
Trade, Business, Night Courses			
Military Service, Other Training			

IV. Licenses (Please list all licenses you possess that are relative to the position you seek.) A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? Yes No If yes, enter expiration date 8/23

Do you have a valid CDL license (Class A or B)? Yes No If yes, enter expiration date _____

What other valid licenses or certifications do you possess (job related)? _____

V. Employment Eligibility

Are you legally authorized to work in the United States? Yes No

VI. Special Skills

Please list any other skills or abilities you feel are relevant: _____

VII. Employment History

Please account for the last 3 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. You () may () may not contact my present employer.

Employer Preferred Therapy Solutions	Address Waternew Lodge - Union St. Abland, MA
Telephone 508-848-4200 ext 241	Title Rehabilitation clerk
Supervisor Neil Coplan	Dates Worked 10/17 - 3/20
	Reason for leaving COVID

Description of Primary Duties: Maintain Rosters, generate reports, data entry -
 answer phones, file, fax
 ordering supplies, maintain inventory; keep things clean & neat

Employer Everyday Health, Inc.	Address N. Adams, MA
Telephone NOT available - no longer there	Title
Supervisor Wendy Haley, Lisa Perreira Margaret O'Malley	Dates Worked 2011 - 2016
	Reason for leaving moved from town; customer serv. no longer there

Description of Primary Duties: Resolve conflicts on message board forums.
 Reach out to customers for success stories & new website content.
 Assist in interview process for potential applicants.

Employer Everyday Health	Address N. Adams, MA
Telephone N/A - not no longer there	Title Sr. Customer Service Rep.
Supervisor Wendy Haley, Lisa Perreira	Dates Worked 2006 - 2011
	Reason for leaving Promoted within company

Description of Primary Duties: resolve escalations, handle billing, registration,
 cancellations & related inquiries.

VIII. Business References {a minimum of three references is required}

Name/Title Kate Mahaney	Address 62 Rosemont Dr. Amherst NY 12306 Leah Mahaney Dr	Phone 413-663-4324	Relationship co-worker
Name/Title Wendy Haley	Address Adams, MA	Phone 413-652-2311	Relationship supervisor
Name/Title Liz Lenza	Address 16 Bowdoin Dr. Milford MA	Phone 508-496-1158	Relationship co-worker

IX. Employment of Minors

The Town of Millis is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: _____

X. Medical Information

All offers of employment are conditional upon the satisfactory completion of a pre-employment physical. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

XI. Pre-Employment Drug Testing

Offers of employment may be conditional upon the satisfactory completion of a pre-employment drug test where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Millis.

XII. Signature

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Millis does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only.)
- B. The information I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal or employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Millis is contingent upon my successful completion of the pre-employment screening process including, but not limited to, the Town of Millis receiving satisfactory references, a satisfactory criminal history and Criminal Offender Record Inquiry, if required, satisfactory verification of a driver's license or certifications where required and satisfactory completion of any required post-offer, pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Millis may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. The Town will require a satisfactory CORI check, investigate my driving record or verify my license (s) or certification (s) as required for employment at any time during my employment. As a condition of employment, an employee may be required to provide additional or updated information especially if this employee has been on workers comp with another employer and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations.
- H. I understand that the Town of Millis is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

Rochelle Burt

Applicant Name (Please print)

Rochelle Burt

Applicant Signature

2/19/22

Date

Rochelle Bunt

Bellingham, MA 02019
rochellebunt8_h7a@indeedemail.com
+1 413 346 7114

Work Experience

Rehabilitation Clerk

Preferred Therapy Solutions, Waterview Lodge - Ashland, MA
October 2016 to April 2020

- Maintain rosters, generate reports, data entry.
- Answer phones, file, fax.
- Ordering and maintaining up to date inventory.
- Maintain a neat, clean, and safe rehabilitation area.
- Adhere to HIPAA guidelines.

Community Moderator

Everyday Health, Inc - North Adams, MA
2011 to 2016

- Effectively resolved conflicts on message board forums
- Reached out to members for success stories and new website content
- Knowledge of basic HTML for use on forums
- Websites included jillianmichaels.com, southbeachdiet.com, deniseaustin.com, suzannesomers.com, and sonomadiet.com.
- Lead internal focus groups dealing with customer service processes and techniques
- Worked with CS Director and QA / Training Manager to assist in identifying problem work areas
- Assisted in interview process of potential applicants

Senior Customer Service Representative

Everyday Health, Inc - North Adams, MA
2006 to 2011

- Resolved escalations, handled billing, registration, cancellations, and related inquiries
- Promoted from customer service representative to senior rep based on ability to exceed customer expectations
- Assisted with monitoring of schedule adherence
- Created weekly blog post for Care Pages.com (a property of Everyday Health Inc.) surrounding topics such as: health & wellness, family, quality of life, mortality
- Trained and mentored new employees

Customer Service Representative

Everyday Health, Inc - North Adams, MA
2006 to 2009

- Provided telephone and email support for a suite of health and wellness websites
- Consistently supplied positive interaction with subscribers resulting in lasting relationships
- Reported issues and provided feedback to management.

Teacher of Language Arts and Physical Science

Conte Middle School - North Adams, MA

1995 to 2005

- Responsible for student progress and worked towards achieving course goals
- Applied a flexible approach to learning while adhering to curriculum guidelines
- Provided personalized assistance before classes in the morning and after school
- Developed and lead an after school homework assistance program

Education

Master's Degree in Integrated Education in Integrated Education

Cambridge College

1998

Bachelor of Science in Education

Massachusetts College of Liberal Arts

1994

Social Media Marketing University

communication

Rockhurst University

Skills

- Customer Service
- Data Entry
- Filing
- Inventory Clerk
- Blogging
- HTML5
- Search Engine Optimization (SEO)
- Social Media Management
- Computer literacy
- Classroom experience
- English
- Basic math
- Sales
- Writing skills

Assessments

Receptionist — Proficient

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.
Full results: Proficient

Customer focus & orientation — Expert

March 2020

Responding to customer situations with sensitivity

Full results: Expert

Retail customer service — Proficient

June 2021

Comprehending and responding to retail customer needs

Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

22-021

Appointment of Building Department Assistant

Mike Guzinski

From: Mike Giampietro
Sent: Wednesday, January 19, 2022 8:27 AM
To: Mike Guzinski
Cc: Karen Bouret DeMarzo; Jennifer Kiggen
Subject: Dept Assistant

Mike,

As you are aware the open position for the building department assistant was advertised and we had one application at its closing. That applicant is Jennifer Kiggen she has worked here in the past, she knows the system and will adapt quickly.

I respectfully request that the Board of Selectman appoint her to the Position of Building Department Assistant as soon as possible.

Thank you
Mike



Michael A Giampietro, C.B.O.
Building Commissioner/Chief Wire Inspector
900 Main Street
Millis Mass. 02054
508-376-7044

The Millis Town Hall is closed to the public until further notice. Be sure to plan properly for all permit application and associated business.

 Please consider the environment before printing this e-mail.

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient's and may contain confidential or proprietary information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, immediately contact the sender by reply e-mail and destroy all copies of the original message.

Mike Guzinski

From: Mike Guzinski
Sent: Wednesday, January 12, 2022 11:46 AM
To: Karen Bouret DeMarzo
Cc: Jonathan Barry
Subject: FW: School committee representation on Capital Planning Committee

Hi Karen,

Please add the appointment of Marc Conroy to the CPC to the SB agenda of January 24th.

Thanks.

Mike

From: Robyn Briggs <rbriggs@millisschools.org>
Sent: Wednesday, December 22, 2021 6:21 AM
To: Jonathan Barry <jbarry@millisma.gov>
Cc: Mike Guzinski <mguzinski@millisma.gov>; Carol Johnston <cjohnston@millisma.gov>; Jim McCaffrey <jmccaffrey@millisma.gov>; John corcoran <j.corcoran@rinnadvisors.com>; Peter Berube <pberube@technimetals.com>; Erin T. Underhill <etunderhill@millisma.gov>; Marc Conroy <mconroy@millisschools.org>
Subject: Re: School committee representation on Capital Planning Committee

Good Morning Jon,

Marc Conroy has volunteered to represent the school committee for the remainder of the school year. There may be other committee members that stand in when Marc has a conflict.

Thanks for reaching out,
Robyn

On Tue, Dec 21, 2021 at 7:17 PM Jonathan Barry <jbarry@millisma.gov> wrote:

Hi Robin,

I am reaching out to you to ask for your help in appointing a member of the School Committee to sit on the Capital Planning Committee going forward. Kerri Roche is the current sitting member, but she indicated several months ago that she would no longer be able to participate. While technically, Kerri is still on the committee, she has not attended any meetings for the past several months.

As the school department has some of the largest capital needs in the town, it is critical that the Capital Planning Committee has representation from the school, and I respectfully ask you to raise this issue at an upcoming School Committee meeting and appoint a new representative to replace Ms. Roche as soon as practical.

Thank you for your consideration in this matter, and please feel free to reach out to me if you have any questions.

Jon Barry

The Millis Public Schools does not discriminate on the basis of race, color, age, gender, gender identity, religion, national origin, sexual orientation, disability or homelessness.

Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record.

22-023

Appointment of Cultural Council Member

Karen Bouret DeMarzo

From: Millis Cultural Council <millisculturalcouncil@gmail.com>
Sent: Wednesday, January 12, 2022 7:48 AM
To: Karen Bouret DeMarzo; Maureen Canesi
Cc: Edward Ginn
Subject: Fwd: Volunteer/Talent Form
Attachments: 10062021scan.pdf

Hi Karen and Maureen -

As mentioned in a previous email; the Millis Cultural Council has moved to appoint Edward B Ginn, whose talent bank form you forwarded me below, to our Board.

Will the Select Board please add this to their next agenda?

Many thanks,
Kind regards,
Jen Zarutskie Sieczkiewicz, Chair

----- Forwarded message -----

From: **Maureen Canesi** <mcanesi@millisma.gov>
Date: Wed, Oct 6, 2021 at 2:53 PM
Subject: Volunteer/Talent Form
To: Millis Cultural Council <millisculturalcouncil@gmail.com>
Cc: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>

Hi there

Please see attached which came in our mail today.

Thanks for your attention to this.

Maureen

Maureen Canesi

Department Assistant

Town of Millis

Office of the Select Board & Town Administrator

900 Main Street

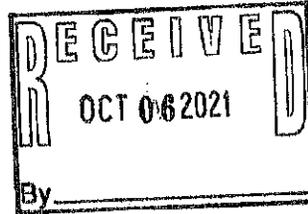
Millis, MA 02054



TOWN OF MILLIS

OFFICE OF THE SELECT BOARD AND TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041
Fax: 508-376-7053



VOLUNTEER/TALENT FORM

Millis is a small town with many committees and boards that help shape the day-to-day quality of life here preserving our hometown's character. We invite our fellow neighbors to volunteer to make a difference in our town. Time requirements for participation and assignments differ by group; some meet year-round, others seasonally, and some have special projects that are short-term. To sample a committee of interest, public meeting agendas with dates and locations are posted on the bulletin board at the Veterans Memorial Building and on the Town's website. Attending a committee meeting is the best way to become familiar with the focus. Please complete this form and mail it to Karen Bouret at the Town Administrator's office or email it to kbouret@millisma.gov. Circle all committees or preference. #1, #2, #3

- | | |
|--|--|
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Enterprise Funds Advisory Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> Capital Planning Committee | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Local Emergency Planning Committee |
| <input checked="" type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Commission on Disability |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Oak Grove Farm Commission |
| <input type="checkbox"/> Conservation Committee | <input type="checkbox"/> Permanent Building Committee |
| <input checked="" type="checkbox"/> Council on Aging | <input type="checkbox"/> Planning Board Associate Member |
| <input checked="" type="checkbox"/> Cultural Council | <input type="checkbox"/> Public Weighers |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Poll Worker/Election Volunteer |

NAME: EDWARD B. GINN REGISTERED VOTER: YES
HOME ADDRESS: 24 Glen Ellen Blvd, Millis,
PHONE(S): 961-771-8872 EMAIL: EDWARD B GINN @ GMAIL.COM

SPECIAL INTERESTS/OCCUPATION/REASON WANTING TO SERVE:
Retired Attorney; Former Needham Town Meeting Member,
Former member Needham Community Council and Needham Rotary;
STENOGRAPHER

22-024

Review/Referral of Proposed Zoning Bylaw Amendments:
Associate Member to Planning Board Tables 2&3/Add I-P-2 District



TOWN OF MILLIS

Richard Nichols, *Chair*
Nicole Riley, *Clerk*
George Yered
Bodha B. Raut Chhetry
Alan Handei
Joshua Guerrero, *Associate*

OFFICE OF THE PLANNING BOARD

900 Main Street • Millis, MA 02054

Phone: 508-376-7045

Fax: 508-376-7053

Camille Standley
Administrative Assistant
cstandley@millisma.gov

January 14, 2022

To: Peter Jurmain, Select Board Chair
Michael Guzinski, Town Administrator
Robert Weiss, Planning Director

From: Richard Nichols, Chair 
Planning Board

Re: Proposed Zoning Bylaw Amendments:
(1) Associate Member to the Planning Board
(2) Amendments to Tables 2 & 3 to Add I-P-2 District

At a regularly scheduled meeting of the Planning Board held on Tuesday, January 11, 2022, the Board discussed the proposed Zoning Bylaw Amendments attached.

The amendment to the Associate Member to the Planning Board Bylaw will allow the Associate Member to act not only on Special Permits, but Site Plan applications as well. This will allow the Planning Board to be more effective in its voting duties and with meeting quorum obligations.

The amendments to Tables 2 & 3 are needed to add the I-P-2 District to these tables. It appears that when the I-P-2 District was approved in 2008, Table 1 was updated, however, Tables 2 & 3 were inadvertently omitted.

On a motion made by Mr. Nichols, seconded by Ms. Riley, it was voted unanimously to recommend the attached warrant articles for the May 2022 Town Meeting.

The Planning Board would like to hold a public hearing on these articles at their March 15, 2022 meeting.

Thank you.

Proposed Zoning By-Law Amendment
Associate Member to the Planning Board

ARTICLE – Associate Member to the Planning Board By-Law Amendment

To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by amending the section identified herein as follows, or to take any other action related thereto.

- 1) By amending Section XII Administration and Enforcement, T. Associate Member to the Planning Board:

From:

“An associate Member to the Planning Board shall be appointed by the Board of Selectmen for a term of one year, such Associate Member to act on Special Permits.”

To:

“An Associate Member to the Planning Board shall be appointed by the Select Board for a term of one year, such Associate Member to act on Special Permits and Site Plans.”

Proposed Zoning By-Law Amendment

Section VI Area, Height, and Bulk Regulation

Table 2: Area Regulations & Table 3: Height and Bulk Regulations

**ARTICLE - Section VI Area, Height, and Bulk Regulation, Table 2: Area Regulations & Table 3:
Height and Bulk Regulations**

To see if the Town will vote to amend Table 2: Area Regulations and Table 3: Height and Bulk Regulations in Section VI of the Town of Millis Zoning By-Law to insert I-P-2 District to the I-P Column shown below, or take any action relative thereto.

Table 2. Area Regulations

(See following page for notes.)

(Amended May 13, 1985) (Amended May 10, 2004) (Amended May 9, 2005)
 (Amended May 8, 2006) (Amended June 14, 2010)(Amended May 12, 2014)

District	Use	Area (sq. ft.)	Base Density ¹ (units per acre or FAR) <small>(10)</small>	Lot ⁽⁹⁾ Frontage (ft.)	Lot Depth (ft.)	Yards ⁽⁸⁻⁷⁾		
						Front (ft.)	Side (ft.)	Rear ¹¹ (ft.)
R-T	Any permitted principal structure or use	60,000		200	300	40	40	40
R-S	Any permitted principal structure or use	25,000		125	200	40	20	40
R-V	1-family dwelling	15,000		100	150	40	15	20
	2-family dwelling	18,750		125	150	40	15	20
	Multi-family dwellings	217,800		250	400	50	50	50
	5 acres (for developments of up to 22 dwelling units) Each dwelling unit thereafter 10,000							
R-V-C ⁽¹²⁾	1-family dwelling	15,000	2.9	100	150	40	15	20
	2-family dwelling	18,750	4.7	125	150	40	15	20
	Multi-family dwellings	217,800		250	400	50	50	50
	5 acre minimum area and not to exceed 4 units/acre							
C-V	Any permitted principal structure or use	30,000	—	150	200	40	20	30
C-V-2 ⁽¹³⁾	As-of-Right Development, Commercial	30,000	0.20 ⁽¹⁰⁾	150	200	40	20	30
C-V/MCEOD Mills Center Economic Opportunity District	Mixed use development under Section XIII.P	30,000		120	25	Minimum 5 to Maximum 15	0 (zero)	25
I-P/A-P-2	Any permitted principal structure or use	43,560 (1 acre)		200	250	40	20	30
V-B	Any permitted structure or use	90,000		150	200	50	30	30



¹ Base density refers to the allowable density before any density bonus.

Table 3. Height and Bulk Regulations

(Amended May 13, 1985) (Amended May 10, 2004) (Amended May 9, 2005)
 (Amended May 8, 2006) (Amended June 14, 2010)(Amended May 12, 2014)
 (See notes)

District	Maximum Permitted Height (1) (ft.)	Maximum Permitted Height (stories)	Maximum Building Coverage of Lot ⁽⁴⁾ (covered area as percent of total lot area)	Minimum net floor area per unit for multi-family use or residential unit in mixed use (sq. ft.)
R-T	35	2 ½	20	
R-S	35	2 ½	25	
R-V	35	2 ½	35	500
R-V-C	35	2 ½ /3	35 ⁽³⁾	500
C-V	30	2	50	Not Permitted
C-V-2	30/35	2/3	50 ⁽³⁾	500
C-V/ MCEOD	35	2 ½	50	500
I-P/I-P-2	45	3	40	Not permitted
V-B	35	2 ½	50	Not permitted

22-025

Review/Approval of Letter of Intent for Hazard Mitigation Plan Grant

22-026

Approval of Contract of New Filing System at Building Department

Mike Guzinski

To: Karen Bouret DeMarzo
Subject: FW: QUOTE

Hi Karen,

Attached is the quote for the Shelving/Filing System that was approved at the Fall Annual Town Meeting. This should be placed on Monday's Select Board Agenda for their approval since the purchase is over \$10,000.

Thanks.

Mike

From: Jonathan Shorrock <jonathan.shorrock@WBMASON.COM>
Sent: Wednesday, January 19, 2022 11:30 AM
To: Mike Giampietro <mgiampietro@millisma.gov>
Cc: Jonathan Shorrock <jonathan.shorrock@WBMASON.COM>
Subject: QUOTE

hey Mike!

here is the quote.

the Tensco Shelving is on the state contract. the contract number is OFF038

can you send a signed PO over and we can get this placed?

thanks again Mike!

JONATHAN SHORROCK
WB MASON
CELL: 401.374.9100
JONATHAN.SHORROCK@WBMASON.COM

WHO BUT
W.B.MASON

FURNITURE, JANITORIAL, BREAKROOM, COFFEE, PRINT & PROMO, ETC



Telephone: 1-888-WBMASON

Quotation

W.B. Mason
 P.O. Box 981101
 Boston, MA 02298-1101

Quotation SF00269509
Customer Number C1098374
Order Number SF00269509
Date 1/19/2022
Sales Rep Name Jonathan Shorrock
Project ID PROJ126553

Billing Address:

Town of Millis Building Department
 Attn:
 Attn Sue
 900 Main St
 Millis, MA 02054
 Purchase Order:
ADDITIONAL DELIVERY:

Delivery Address:

Town of Millis Building Department
 Attn: Mike Giampetro
 Town Of Millis/Building
 900 Main St
 Millis, MA 02054
 508-376-7044

Line No - ItemID	Description	Qty	Unit Price	UOM	Ext Price
Line 1 - MCLENNON	END TAB FILE FOLDERS WITH LABELS AND FREE SOFTWARE.	1	\$5,136.80	EA	\$5,136.80
	Tag1: Tag2:				
Line 2 - TENNSCO	END TAB FILE FOLDERS WITH LABELS AND FREE SOFTWARE.	1	\$6,253.14	EA	\$6,253.14
	Tag1: Tag2:				
Line 3 - TENNSCO	SHELVING SURCHARGE	1	\$2,792.55	EA	\$2,792.55
	Tag1: Tag2:				
Line 4 - TENNSCO	FREIGHT	1	\$942.71	EA	\$942.71
	Tag1: Tag2:				
Line 5 - INSTALL	RECIEVE, DELIVER AND INSTALL. ALL TRASH REMOVED. : ** NO STAIR CARRY **	1	\$2,850.00	EA	\$2,850.00
	Tag1: Tag2:				
Line 6 - .	TENNSCO IS MASS STATE CONTRACT	1	\$0.00	EA	\$0.00

Tag1:
Tag2:

Product Subtotal: \$17,975.20

Tax Subtotal: \$0.00

Order Total: \$17,975.20

22-027

Establish Meeting Date to Discuss Proposed Sewer Bylaw & Proposed Moratorium

22-028

Approval of Millis Beautification Day Event

MEMORANDUM

TO: Peter Jurmain, Chair, Town of Millis Select Board

FROM: Jen Donehey, Lions Co-Chair, MBD

Janet Gashler, Millis Garden Club, Co-Chair MBD

SUBJECT: S.B. Approval for Millis Beautification Day, April 30, 9 a.m. to noon

DATE: January 20, 2022

On Saturday, April 30, from 9 a.m. to noon, the Millis Lions Club and the Millis Garden Club would like to hold Millis Beautification Day again this year. Community volunteers will pick up litter and trash at designated town sites and along town roadways. DPW will be asked to place traffic cones at one or two roadway sites as well as pick up the filled trash bags at the sites.

Individuals, school children with their parents, Millis High School athletic teams supervised by coaches, the "Y", the Young Marines, and church groups are among the usual volunteers. They will register, be assigned sites, and sign town waivers online via the MBD Face Book page. Volunteers will be assigned sites that best suit their age, and be asked to wear brightly colored shirts or safety vests. Safety guidelines will be stated online and sent to all volunteers.

Representatives from both clubs will be available in front of Town Hall to provide information regarding roadside safety, avoidance of poison ivy and ticks, and will have available extra tools, supplies, and safety vests. Club members will make sure all volunteers have turned in Town waivers. Should the space in front of Town Hall become crowded, people will be asked to wear masks.

Site support vehicles with first-aid kits and extra supplies will visit the various sites throughout the morning. Also the cell phone numbers of the site support drivers will be given to each site leader in the event help is needed at a site.

If needed CDC and Massachusetts guidelines will be followed. We will seek the advice and guidance of the Board of Health should we decide to make refreshments available to volunteers.

We hope we have provided the details you need to approve our request for Millis Beautification Day on April 30th.

Thank you for your time.